## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 87/

Page 1 of 2

Agency

Washington County

Division/Unit

Finance/Purchasing

Item No	Description	Retention
1	Purchase orders (yellow copies by vendor) -contains but not limited to: purchase order, requisition, request for emergency purchases, correspondence, grant contracts, brochures	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
2	Purchase orders ( blue copies by P.O. number)	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
3	Bids received in conjunction with other agencies -contains but not limited to: bid award notice, tabulation sheet, adding machine tapes, correspondence, notification of price changes, exemptions certifications	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
4	Bids issued by Washington Co. purchasing -contains but not limited to: invitation to bid list, bid description, change order, notice to proceed, correspondence, letter of transmittal, award, proposal, anti-bribery affidavit, bond	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
5	Quotations for services, materials, equipment -contains but not limited to: quotations sent, request for quotation, adding machine tapes, corrected billings	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
6	Engineering drawings: design/construction drawings for various county projects, submitted with bids for construction/rehab proposals	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

Approved b	y Department, Agency or Division Representative	Schedule Authorized by State Archivist
Date	June 21, 1999	Date JUL 2 0 1999
Signature	Jan L. Billme	Signature Shoul C. Paperfor
Type Nam	e Joniil. Bittner	
Title	County Clerk	

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No.	C	8	7/	,
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Page 2 of 2

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Item No	Description	Retention
7	Telephone work orders -contains but not limited to: correspondence, copies of telephone bills, proposals, service requests, work papers, sales/service agreements	Retain for three (3) years and until all audit requirements have been met, then destroy.
8	AT&T pay phone commissions -contains but not limited to: commission payment reports, pink account tickets, correspondence, contracts/modification revenue account master lists, adding machine tapes, commission agreements, brochures, listing of pay phones	Retain for three (3) years and until all audit requirements have been met, then destroy.
9	Misc. subject files -contains but not limited to: correspondence, specifications, contract affidavit, addendums, project information, invitations to bid, proposal, notice to bidders	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
10	Vendor cards: index cards listing vendor name, address, telephone number, contact person, equipment, services, material offered	Retain until updated or superseded, then destroy

NSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP MARYLAND 20794	Page OI
1. DEPARTMENT/AGENCY WASH, CO	FINANCE)	3. UNIT PURCHASING
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
1. RECORD SERIES TITLE PUrchase (Yellow Copies by		5. EARLIEST YEAR / LATETEST YEAR  TO 1989
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTRINS, BUTIS & REGUISITION REPUBLISH TO REPUBLISH TO REPUBLISH TO RESERVE SECONDASES C	information/documents/forms found in the Series Include  OF HINITED TO;  EQUEST For En	Purchase Order-
CONTRACTS, B	rochures.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
Letter Size    Microfilm	Alphacetical	Microfilm Reel (s)     Comparter Tace (s: //
□ Legal Size □ Computer Pace	<ul> <li>Numerical</li> </ul>	20 Citner (Specify) BOXCS
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CW, FT,
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  © File Orawer (s)
□ Cther (Specify)	By Vendor	Microfilm Reel (s)     Computer Tabe(s)     Other (Specify)
jeget.		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  RNA FIOD OFFICE  WILLIAMS POTT-FILERM	14. IS RECORD SERIES DUPLICATED ELSEWHERE  Yes	? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) 8 regulation(s)	16. AUDIT REQUIREMENTS	
C Yes G No	□ None □ State □ F	egerai 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain briefly and dentince any hardware/software)  13. Yes © No	18. RECOMMENDED RETENTION ACTAIN AND WONTH ALL ALL ALLA HAVE GEEN FULFILL	for Five (5) years it requirements ed, then Destroy
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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BOX 68

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE [DGS 550-1]	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page 2: OI	
1. DEPARTMENT/AGENCY	2. DIVISION PERFONDENTS	3. UNIT	
WASH. CD.	FINANCE	Purchasing	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE PUrchase		5. EARLIEST YEAR / LATETEST YEAR	
, , , , , , , , , , , , , , , , , , , ,		1993	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of BINE COPIES OF		•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
@ Letter Size   □ Microfilm	O Alphapetical	File Orawer(s)     Microfilm Reel (s)	
□ Legal Size □ Computer Tace	≈ Numerical	☐ Computer Face (s): ☐ Cither (Specify)	
□ Bound Book □ Floppy Cisk	☐ Chronolog:cal	Number	
☐ Aucho Tape ☐ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION  ☐ File Drawer (5)	
□ Other (Specify)	Cither (Specify)	☐ Microfilm Ree! (s) ☐ Computer Tabe(s)	
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بمبين	7.0	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
🗆 Daily 🗆 Weekiy 🗀 Monthly	Number	Month(s)	
3Nd Floor DFFICE	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)	
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
C Yes	□ None □ Slate □ Fegeral □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and drawne any hardware/software)	18. RECOMMENDED RETENTION SAME	As Yellow	
:: 'es	Copies.		
19. NAME AND TITLE OF PREPARER WHO ay lon	20. TELEPHONE NUMBER	21. DATE	

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1993

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page 3 . Of
1. DEPARTMENTIAGENCY WASH, CD.	2. DIVISION PUTCH PSYMP FINANCE	2. UNIT Purchasing
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference as	well as retention and disposition purposes.
ON JUNCTION WITH	·	5. EARLIEST YEAR / LATETEST YEAR
RECORD SERIES DESCRIPTION (Briefly describe the types of CONTRINS, BUT NOT TABULATION SHOWS CHANGES; EXE	LIMITED TO: B	id award work
. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
E Letter Size	Alphaceticar	□ File Drawer(s) □ Microfilm Reel (s)
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□ Bound Book □ Floppy Disk	© Chronolog:cat	Number
☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape	☐ Chronolog:cal ☐ Geographical	10. ANNUAL ACCUMULATION
-		10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Reet (s)   Computer Tabe(s)
□ Audio Tape □ Video Tape □ Citrer (Specify)	☐ Geographical ☐ Other (Specify)	10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Ree! (s)   Computer Tabe(s)   Other (Specify)
□ Audio Tape □ Video Tape □ Citer (Specify)	Geographical  Cliner (Specify)  MBTETT BL  12. FILE BECOMES INACTIVE AFTER	10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Ree! (s)   Computer Tabe(s)   Other (Specify)
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O Audio Tape  O Cither (Specify)  1. FILE IS USED  O Daily  O Weekly  CURRENT LOCATION(S) (Bidg. Floor, Room)  ROL Floor Office	Clher (Specify)  Water 3  12. FILE BECOMES INACTIVE AFTER  Number  14. IS RECORD SERIES DUPLICATED ELSEWHERE	10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Ree! (s)   Computer Tabe(s)   Other (Specify)   Number    Month(s)
Audio Tape	Geographical  Cither (Specify)  MSTET 3  12. FILE BECOMES INACTIVE AFTER  Number  14. IS RECORD SERIES DUPLICATED ELSEWHERE  Yes	10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Ree! (s)   Computer Tabe(s)   Other (Specify)   Number    Month(s)
Aucto Tape	Geographical  Cither (Specify)  Matter 3  12. FILE BECOMES INACTIVE AFTER  Number  14. IS RECORD SERIES DUPLICATED ELSEWHERE  Yes  16. AUDIT REQUIREMENTS	10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Reel (s)   Computer Tabe(s)   Other (Specify)   Number    Month(s)

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENTIAGENCY WASH, CD	2. DIVISION PARCENTESTANG	2. UNIT PUT Chasing
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE BILLS		5. EARLIEST YEAR / LATETEST YEAR
BIDS ISSUED by CONTRINS, but we BID HIST BID	WasH Co. Pu	INVITATION TO
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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□ Legal Size □ Computer Tace	Numerical	73 Computer Face (St.)
□ Bound Book □ Floopy Disk	☐ Chronolog:cal	Number Clfo FT
a Audio Tape a Video Tape	Geographical  Cither (Specify)  BUL Nov  Pur XXX	10. ANNUAL ACCUMULATION  File Drawer (s)  Microfilm Ree! (s)  Computer Tabe(s)  Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Month(s) U Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  2ND FIDE DFFICE  BASEMENT	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes G No	□ None □ State □ F	egeral 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and contribe any hardware/software)  13. 'es	18. RECOMMENDED RETENTION  SAME AS P.	D_
19. NAME AND TITLE OF PREPARER WELGE	20. TELEPHONE NUMBER	21. DATE

NON-COllusion Certificate - Plan Holders LIST, Engineering Drawings

13 RA CU. FT. 18 16 7 16 16 16 1989 13 1989 73

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	PageOr
1. DEPARTMENTIAGENCY WASH, CO	2. DIVISION PHENTOSING FINANCE	3. UNIT Purchasing
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE TELEPHONO.	e Work orders	5. EARLIEST YEAR / LATETEST YEARTO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTZING, GUT 13 COPIES OF TEL SERVICE REG SZIES/SERVICE	information/documents/forms found in the Series Included In NOT LIMITED IN 1800 PORTED IN 1800 P	D: Correspondent Proposals; Kpapers;
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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□ Other (Specify)	DATE	Microfilm Ree! (s)     Computer Tape(s)     Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number C	Month(s)
3. CURRENT LOCATION(S) (Bldg., Floor, Room)  2Nd Floor DFFICE	14. IS RECORD SERIES DUPLICATED ELSEWHERE	:? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
to Yes to No	□ None □ State □ F	egeral D Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and companies any hardware/software)	18. RECOMMENDED RETENTION	
:: 'es	Retain for three (3) Year all Audit Requirements	
19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	
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MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page 6 . Of
1. DEPARTMENT/AGENCY WASH, CO	2. DIVISION PHENDERSHOP	9. UNIT Purchasing
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retendon and disposition surposes.
4. RECORD SERIES TITLE M16C. SW	6 Vect Files	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of		<i>j</i>
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To Bidders;	(over)	•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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□ Audo Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  □ File Orawer (s)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	O Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E7 (If yes, specify agency or office)
2Nd Floor Office	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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47 IF AN INDEX EXCEPT HEFER AN AND ANALYSIS AND	18. RECOMMENDED RETENTION	
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distance any hardware/software)	USE GENERAL 1  20. TELEPHONE NUMBER	Retention 21. DATE

SubJects INCluded:
Borler Plate - Chair MATS-Natural
Gas-Maintenance ConstractsPortable PHONES-Long DISTANCE
Service

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page O/
1. DEPARTMENTIAGENCY WASH, CO.	2. DIVISION Parchasing FINANCE	Purchasing
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retendon and disposition purposes.
4. RECORD SERIES TITLE AT TO PA	IDNS	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of		the nurgose or function of the Series)
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PAYMENT REPO	orts, PINK A	cct. lickets-
Corresponde Revenue Acct.	ence- CONTra	ZCTS/MODIFICETIO
Revenue Acct.	Masterbiols	Andrew TE
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a Citer (Specify)	Clher (Specify)	□ Microfilm Ree! (s) □ Computer Tace(s)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
a Daily a Weekly a Monthly	Number	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
and Floor Office	☐ Yes	a No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ F	egeral 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain orielly and dentitibe any hardware/software)	18. RECOMMENDED RETENTION	
:7 'es © Mo		
19. NAME AND TITLE OF PREPARER  19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
CGS 550-4 Persed 1/931		

ON COUNTY DWNED Property; Work papers.

MSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	PageOI
1. DEPARTMENT/AGENCY WASH, Co.	2. DIVISION FINANCE PURCHZSING	3. UNIT PURCHASING
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE VENSOR C	ards	5. EARLIEST YEAR / LATETEST YEAR  / 29/ TO
<u> </u>	STING: Vendor	Name; CONTACT PERSON;
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
		□ File Drawer(s)
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er Citier (Specify)	Geographical Cither (Specify)	10. ANNUAL ACCUMULATION  □ File Drawer (s)  □ Microfilm Reef (s)  □ Computer Tape(s)  □ Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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3. CURRENT LOCATION(S) (Bldg., Floor, Room)  2Nd Floor Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes O No	□ None □ State □ F	egerai 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and dentifice any hardware/software)  12. fes	18. RECOMMENDED RETENTION ACTAIN	Notil superseded woestroy,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page OI		
1. DEPARTMENT/AGENCY WASH, CD.	2. DIVISION FINANCE	2. UNIT		
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE QUOTATIONS		5. EARLIEST YEAR / LATETEST YEAR		
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)				
QUOTATIONS For Services; MATERIAS;				
Equipment.				
CONTRIOS, but is NOT LIMITED TO: QUOTETIONS SENT- REQUEST For QUOTETION. Adding				
Sent - Request for QUOTZIION AddING				
MACHINE Papes	", Corrected BII	Ings (over)		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
G Letter Size   Microfilm	Alonabetical	File Drawer(s)  O Microfilm Reel (s)  Computer Tace (s)		
□ Legal Size □ Compuler Tace	Numerical	Other (Specify)		
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number Cll. FT.		
□ Audio Tape □ Video Tape	ন Geographica।	10. ANNUAL ACCUMULATION  □ File Orawer (s)		
Cither (Specify)	Clher (Specify)	□ Microfilm Ree! (s) □ Computer Tabe(s)		
٠	QUOTATION No.	Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
□ Daily □ Weekly □ Monthly	C3	Month(s)		
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
AND Floor Office	□ Yes	□ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS			
U Yes ☐ No	□ None □ State □ Federal □ Independent			
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and denotine any hardware/software)	18. RECOMMENDED RETENTION			
:: 'es	SAME AS P.D.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		
Waylo				

Form of Proposal- Reorder Checklists-Work papers: Correspondence. Notice To proceed.

	A SEGNATE FORM FOR EACH NEW RWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page 9. Or
1. DEPARTMENT/AGENCY WASH.	Co.	2. DIVISION FINANCE	9. UNIT
DEFINITION - Record	s Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	ENGINCER	ING DIZWINGS	5. EARLIEST YEAR / LATETEST YEARTO
Design VATION WITH	CONSTRU US COUNT	information/documents/forms found in the Series Include ICTION DIAW! TY Provents.  - Construction	jugs for SubMitted
7. RECORD SERIES FORMAT	(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
a Letter Size	Microfilm	Alphacetical	□ File Orawer(s) □ Microfilm Reel (s)
O Legal Size	□ Computer Tabe	C Numerical	Computer Tace (s)
a Bound Book	□ Floppy Disk	☐ Chronolog:cal	Number Cu. Fl.
Deliver (Specify)	yg. Drawings	Geographical Gother (Specify)  By Pro Ject	10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Reel (s)   Computer Tabe(s)   Other (Specify)
	سبيم.		Number
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER	
Daily D	Weekly   Monthly		
13. CURRENT LOCATION(S) 2006 Floo	(Bldg., Floor, Room)  PHice	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  □ Yes □ No	
15. ACCESS RESTRICTIONS	(If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes	D No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM US dentable any hardware/so		18. RECOMMENDED RETENTION	
19. NAME AND TITLE OF PR	EPARER	20. TELEPHONE NUMBER	21. DATE